

YOUTH SERVICES POLICY

Title: Employee Awards Next Annual Review Date: 05/30/2009	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.4
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References: Civil Service Rule 6.16.1; YS Policy No. A.2.2 "Pay Administration and Management"	
STATUS: Approved	
Approved By: <i>Richard M. Thompson</i> <i>Deputy Secretary</i>	Date of Approval: 05/30/2008

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405; and Civil Service Rule No. 6.16.1.

II. PURPOSE:

To establish a formal policy with guidelines for recognition of service by employees of Youth Services.

III. APPLICABILITY:

All employees of Youth Services (YS).

IV. DEFINITIONS:

Regional Offices - regional probation and parole offices located throughout the state.

Unit Head - Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Assistant Secretaries, Deputy Undersecretary, Facility Directors, and Regional Managers.

YS Central Office - Offices of the Deputy Secretary, Deputy Undersecretary, Deputy Assistant Secretaries and their support staff.

V. POLICY:

It is the Deputy Secretary's policy to recognize exemplary employee service in accordance with specific guidelines.

VI. PROCEDURES:

- A. The Deputy Secretary shall appoint a six-member YS Employee Awards Committee and a Committee Chairperson to review nominations [see Attachment A.2.4 (a)]. The committee shall include representatives of supervisory, line and support staff who shall meet annually in February and make its recommendations to the Deputy Secretary. The committee shall be comprised of a representative from the following units:
 - 1. Youth Services Central Office,
 - 2. Community-Based Services,
 - 3. YS Central Office Human Resources,
 - 4. Bridge City Center for Youth,
 - 5. Jetson Center for Youth, and
 - 6. Swanson Center for Youth.
- B. The Deputy Secretary shall approve or disapprove any award after reviewing the recommendations of the YS Employee Awards Committee. YS Awards shall be presented during the YS Recognition Ceremony to be held annually in May.
- C. Nominations may cross organizational units, but must be submitted in accordance with the policy of the nominee's unit. For example, an employee of YS Central Office may nominate an employee at Jetson Center for Youth for an award or an employee of the Field Services may nominate an employee of the YS Central Office, etc. When nominations cross organizational units, both Unit Heads (of the units where the nominator and nominee are employed) should receive a copy of the nomination documentation.
- D. Each Unit Head shall establish an employee awards committee and implement procedures for award nominations [see Attachment A.2.4 (b)]. Committee membership shall include representatives of supervisory, line and support staff. Each Unit Head is responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.
- E. Each Unit Head and the YS Central Office Committee chair shall submit the nomination form for recipients of the unit's/office's yearly awards to the Deputy Secretary to compete for YS annual awards no later than January 31st of each year.
- F. For audit purposes, a copy of each unit's awards program procedures issued pursuant to this policy shall be submitted to the Human Resources Office at the YS Central Office by January 31st of each year.

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- G. Each Unit Head shall ensure that all employees are aware of the contents of this policy. The Unit Head shall inform all employees of the unit's award recipients by memorandum that shall be posted on all bulletin boards.
- H. The Employee Award Nomination Form shall be utilized to nominate employees for the various awards. This form shall also be used as the basis for selection of the yearly awards.
- I. The Employee Award Nomination Form shall be used to nominate employees for the Distinguished Service Award. The Unit Head and the YS Central Office Committee chair shall submit the original Employee Award Nomination Form, for recipients of the unit's/office's yearly awards to the Deputy Secretary for consideration for YS annual awards no later than January 31st of each year.
- J. Each unit shall sponsor an Employee Recognition Ceremony to be held between February 1st and May 31st to present their annual awards.
- K. Employees are eligible to receive a unit quarterly award only once during the calendar year.
- L. Unit quarterly awards shall be presented and announced before the last day of the month following the end of the quarter.

VII. Reporting/Auditing:

- A. The Deputy Undersecretary or designee shall report all monetary awards annually to the Department of Civil Service between July 1st and July 31st. This information shall be submitted on the Optional Pay Adjustment Report (Excel spreadsheet).
- B. Each Unit Head shall submit an annual Awards Report to the Deputy Secretary, the Undersecretary or designee, and the Assistant Secretary during the month of June that, (in accordance with Civil Service Rule 6.16.1) shall include a complete listing of all award recipients, the type of awards received, and a description of the award received. All backup documentation for each award, i.e., Nomination Form, service verification, etc. shall be attached to the Awards Report.
- C. The Human Resources Office at the YS Central Office shall maintain a central file containing the Optional Pay Adjustment Report (Excel spreadsheet), the Unit's awards program procedures, all backup documentation and all non-monetary awards for five years for auditing purposes by the Department of Civil Service.

VIII. PUBLIC POSTING:

Names of the recipients of all awards shall be prominently posted at each facility, regional office, and at Central Office within five business days of the presentation of the award. Quarterly awards shall remain posted until the next quarterly awards are presented and posted. Award winners shall be included in newsletters and other YS publications. Each fiscal year a list of all rewards recipients and the monetary amounts awarded shall be posted at the Central Office, each secure facility and all regional offices.

IX. MONETARY / NON-MONETARY AWARDS:

The awarding of all rewards, both monetary and non-monetary, is dependent upon the availability of adequate funds.

A. In accordance with civil Service Rule 6.16.1, monetary awards to any given individual shall not exceed a total of 10% of the employee's base salary within a fiscal year. Monetary awards shall be paid as a lump sum payment and presented as follows:

1. \$200.00 for each award of:

Facility Distinguished Service
Facility Youthcare Worker of the Quarter
Facility Support Employee of the Quarter
Facility Supervisor of the Quarter
Facility Treatment Employee of the Quarter
Facility Education Employee of the Quarter
Facility Administrative Employee of the Quarter
DYS Distinguished Service
DYS Probation and Parole Officer of the Quarter
DYS Supervisor of the Quarter
DYS Administrative Employee of the Quarter
YS Central Office Distinguished Service
YS Central Office Employee of the Quarter

2. \$300.00 for each award of:

Director's Award of Excellence
YS Central Office Award of Excellence

3. \$300.00 for each award of:

Deputy Assistant Secretary's (Community-Based Services) Award of Excellence

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YS Distinguished Service (includes DYS and YS Central Office)

4. \$500.00 for each award of:

DYS Administrative Employee of the Year
DYS Supervisor of the Year
Facility Education Employee of the Year
Facility Administrative Employee of the Year
Facility Supervisor of the Year
Facility Support Employee of the Year
Facility Treatment Employee of the Year
Facility Youthcare Worker of the Year
DYS Probation and Parole Officer of the Year
YS Central Office Employee of the Year

5. Education and Training monetary awards are specified in Attachment A.2.4 (b).

B. Non-Monetary Awards may be presented as follows:

1. Service Award Pins - for 10-30 years or above.
2. Other Awards - Facility Awards, DYS Regional Awards, Central Office Awards, and Youth Services Awards - Unit policy shall guide the recognition of award achievement by presentation of the following non-monetary awards (in addition to monetary awards):
 - a. Framed Certificate
 - b. Watch
 - c. Plaque/Trophy or similar commemorative item
 - d. Personalized Portfolio
 - e. Personalized Soft-Side/Fabric Briefcase

X. EXCEPTIONS:

The Deputy Secretary may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil service rules or other pertinent regulations.

Previous Regulation/Policy Number: A.2.4

Previous Effective Date: 09/19/05



Attachments/References: A.2.4 (a) Employee Award Nomination Form 5-30-08.pdf



A.2.4 (b) Guidelines and Procedures 5-30-08.pdf